

United States Government

Department of Energy

Albuquerque Operations Office

memorandum

DATE: September 6, 2001

REPLY: AL/WMD/P2 (Mike Sweitzer, 505-845-4347)

SUBJECT: Fiscal Year (FY) 2001 Data Collection Guidance for the *Annual Report of Waste Generation and Pollution Prevention Progress*

TO: Those on Attached List

The Albuquerque Operations Office National Pollution Prevention Program Center of Excellence is responsible for the development, management, and distribution of the Fiscal Year (FY) 2001 edition of the *Annual Report of Waste Generation and Pollution Prevention Progress* (Annual Report), as delegated by the Pollution Prevention Team, EM-22. Please note that the information you provide for the Annual Report will be made available to the public as part of the Central Internet Database, as required by the settlement agreement between the Natural Resources Defense Council (NRDC) and the U.S. Department of Energy.

This memorandum contains guidance for preparation and submission of your site's FY 2001 Annual Report data. **The Annual Report reporting process collects site waste generation and recycling data. Accomplishment information contained in the Annual Report is rolled-up from the Semi-Annual Accomplishment reporting process, which is conducted separately.** Your continued support and timely input to the data collection process will facilitate the production of this Annual Report, which is tentatively scheduled for distribution in June 2002.

General Guidance on Reporting Data and Getting Started

As in previous years, data for this Annual Report will be collected via the Internet through the EM-22 Pollution Prevention Team Web site at: **HTTP://WWW.DOEP2.ORG/WASTEMIN/**. Detailed instructions on how to enter data are located on a **Help** page on the Web site. To access this Help page, select the **Enter Data** option on the Home page, then select the **How to Enter Data** option.

Summary of Annual Report Due Dates

Activity	Due Date
Web site opens for data entry for FY 2001 Annual Report Data	October 1, 2001
Complete entry of FY 2001 Accomplishments	November 15, 2001
Complete entry of FY 2001 Annual Report Data	November 30, 2001

Data Entry Guidance

The Web site will open for data entry on October 1, 2001. Data entry access for each site is restricted by password protection. Sites currently providing Accomplishment data are to use their current password to enter waste generation data, recycling data, and general site information. Sites that have not provided Accomplishment data (Attachment 1) must enter their Annual Report data by using the same password provided during the 2000 Annual Report data collection process. Annual Report data entry must be completed by **November 30, 2001**.

Accomplishments collected throughout FY 2001 will be rolled-up for the FY 2001 Annual Report. All FY 2001 Accomplishment data must be input no later than **November 15, 2001**. This will ensure that all significant pollution prevention Accomplishment data is captured in the Annual Report. If you have any questions about your password or the reporting process, please call Mark Huffman at the WasteMin Hotline, 301-353-8379.

Attached to this memorandum is a list of data elements that are required for the FY 2001 Annual Report (Attachment 2; the data elements are the same as last year). Please note that for each waste type reported, you must provide an explanation for generation amounts reported for FY 2001 which differ from FY 2000 reported amounts by more than 20 percent.

Submitting Your Site's Data

After your site's FY 2001 Annual Report data have been entered, you must review and print your data by using the **Standard Data Report** option on the Web site. Before the data can be submitted, forward the printed copy of the Standard Data Report through the authorized signature chain **at your site** (i.e., site environmental manager or equivalent), for concurrence. When the concurrence process is complete, please submit the signed Standard Data Report to: Mr. Mark Huffman, Science Applications International Corporation (SAIC), 20201 Century Boulevard, Germantown, MD 20874.

Thank you for helping us to achieve our goal of producing the FY 2001 Annual Report in a timely manner. I believe that this reporting process has been significantly streamlined over the years to be efficient and it eases the reporting burden on site P2 programs. If you have any suggestions for further improvements, please let me know what they are. If you have any questions or comments regarding the Annual Report

process, please contact Mark Huffman at the WasteMin Hotline, 301-353-8379, or at HuffmanM@saic.com; or myself.

Original Signed By

Mike Sweitzer, Manager
AL National Pollution Prevention Program

2 Attachments

cc w/attachments

Operations and Field Office Division Directors

J. Orban, DOE-WMD-AL
A. Bindokas, DOE-CH
R. Cullison, DOE-ID
S. Mellington, DOE-NV
H. DeGraca, DOE-OAK
W. E. Best, DOE-OH
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J. Legare, DOE-RF
S. Wisness, DOE-RL
V. Sauls, DOE-SR
J. Meyer, Bonneville Power Administration (BPA)
B. Orr, Southwestern Power Administration (SWPA)
D. Bean, Western Area Power Administration (WAPA)

Waste Reduction Steering Committee

J. Marchetti, DP-42, HQ
O. Lawrence, EE-3.2, HQ
J. Powers, EH-413, HQ
J. Lum, EM-22, HQ
G. McBrien, EM-22, HQ
M. Matarrese, FE-7, HQ
C. Zamuda, FE-7, HQ
R. Sharma, NE-40, HQ
W. Warnick, OSTI, HQ
N. Mathur, RW-52, HQ
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Waste Minimization Coordinators

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DOE Area Offices

N. Williams, DOE-AAO
S. Arnold, Fermi Area Office
A. Trujillo, DOE-KAO
P. Keary, DOE-KCAO
J. Vozella, DOE-LAAO

Reporting Sites**Albuquerque Operations Office**

L. Arnold, Grand Junction Projects Office (GJPO)
A. Dutcher, Grand Junction Projects Office (GJPO)
B. Schlosberg, Kansas City Plant FM&T (KCP)
T. Starke, Los Alamos National Laboratory (LANL)
E. Chapman, Los Alamos National Laboratory (LLNL)
J. Luginbyhl, Pantex Plant
S. Raubfogel, Sandia National Laboratories/CA (SNL/CA)
K. Molley, Sandia National Laboratories /NM (SNL/NM)
C. Woodin, Waste Isolation Pilot Plant (WIPP)

Chicago Operations Office

D. Kayser, Ames Laboratory
K. Trychta, Argonne National Laboratory-East (ANL-E)
A. Collins, Argonne National Laboratory-West (ANL-W)
G. Goode, Brookhaven National Laboratory (BNL)
C. Polanish, Brookhaven National Laboratory (BNL)
G. Todzia, Brookhaven National Laboratory (BNL)
A. Crescenzi, Environmental Measurements Laboratory
S. Arnold, Fermi National Accelerator Laboratory
E. Mieland, Fermi National Accelerator Laboratory
E. Dallmann, New Brunswick Laboratory

T. McGeachen, Princeton Plasma Physics Laboratory (PPPL)

Idaho Operations Office

D. Janke, Idaho National Environmental & Engineering Laboratory (INEEL)

Nevada Operations Office

A. Karns, Bechtel Nevada

Oakland Operations Office

S. Worsham, Lawrence Berkeley National Laboratory (LBNL)

T. Kato, Lawrence Livermore National Laboratory (LLNL)

R. Cellamare, Stanford Linear Accelerator Center (SLAC)

Ohio Field Office

J. Britcher, Ashtabula Environmental Management Project

J. Ganz, Ashtabula Environmental Management Project

T. Baillieul, Columbus Environmental Management Project

J. Eide, Columbus Environmental Management Project

S. Schmucker, Columbus Environmental Management Project

S. Kaster, Fernald Environmental Management Project

A. Siry, Fernald Environmental Management Project

R. Rothman, Miamisburg Environmental Management Project

B. Lenter, West Valley Demonstration Project (WVDP)

Oak Ridge Operations Office

L. Manis, East Tennessee Technology Park (ETTP)

T. Wantland, Oak Ridge Institute for Science and Education (ORISE)

S. Michaud, Oak Ridge National Laboratory (ORNL)

E. Irwin, Oak Ridge Y-12 Plant (OR Y-12)

W. Edmonds, Office of Scientific and Technical Information (OSTI)

B. Bowers, Paducah Gaseous Diffusion Plant (PGDP)

D. McCune, Bechtel Jacobs, Paducah Gaseous Diffusion Plant (PGDP)

R. Govers, Chamberlain Group (OH)

M. Newman, Portsmouth Gaseous Diffusion Plant (PORTS)

B. Morgan, Thomas Jefferson National Accelerator Facility (TJNAF)

T. Pauling, Weldon Spring Site Remedial Action Project (WSSRAP)

Rocky Flats Field Office

T. Krantz, Rocky Flats Environmental Technology Site (RFETS)

Richland Operations Office

J. Nielsen, Fluor Daniel-Hanford

E. Alderson, Pacific Northwest National Laboratory (PNNL)

G. Thornton, Pacific Northwest National Laboratory (PNNL)

Savannah River Operations Office

S. Berry, Savannah River Site (SRS)

T. Coffield, Westinghouse-Savannah River Site (SRS)

Headquarters

M. Lewis, Albany Research Center

B. Staples, Albany Research Center

B. Webster, National Energy Technology Laboratory – Morgantown and Pittsburgh (NETL)

D. Alleman, National Petroleum Technology Office (NPTO)

R. Ellingson, National Renewable Energy Laboratory (NREL)

M. Graham, National Renewable Energy Laboratory (NREL)

D. Miles, Naval Petroleum & Oil Shale Reserves CO, UT, WY (NPOSR-CUW)

J. Killen, Naval Petroleum Reserves-CA (NPRC)

H. Nadler, Southeastern Power Administration

J. Lloyd, Southeastern Power Administration

D. Dossett, Southwestern Power Administration

K. Baptiste, Strategic Petroleum Reserve Project Management Office (SPRPMO)

D. Brine, Strategic Petroleum Reserve Project Management Office (SPRPMO)

M. Huff, Strategic Petroleum Reserve Project Management Office (SPRPMO)

G. Iley, Western Area Power Administration (WAPA)

S. Wade, Yucca Mountain Site Characterization Office (YMSCO)

K. Wirtz, Yucca Mountain Site Characterization Office (YMSCO)

Attachment 1

Sites That Have Not Provided Accomplishment Data for Fiscal Year 2001

Accomplishments collected throughout FY 2001 will be rolled-up for the FY 2001 Annual Report. All FY 2001 Accomplishment data must be input no later than **November 15, 2001**.

Ops Office	Site Name
AL	Sandia National Laboratories/California
AL	Sandia National Laboratories/New Mexico
CH	Ames Laboratory
CH	Environmental Measurements Laboratory
CH	Fermi National Accelerator Laboratory
HQ	Albany Research Center
HQ	Bonneville Power Administration
HQ	National Energy Technology Laboratory – Morgantown and Pittsburgh
HQ	Southeastern Power Administration
HQ	Southwestern Power Administration
HQ	Strategic Petroleum Reserve Project Management Office
HQ	Western Area Power Administration
HQ	Yucca Mountain Site Characterization Office
OAK	Energy Technology Engineering Center
OR	Oak Ridge Institute for Science and Education
OR	Thomas Jefferson National Accelerator Facility
OR	Weldon Spring Site Remedial Action Project
OH	Ashtabula Environmental Management Project

Attachment 2**Data Elements Required for the Fiscal Year 2001
*Annual Report of Waste Generation and Pollution Prevention Progress***

Please report all radioactive waste types in cubic meters (m³), and hazardous and sanitary solid waste types in metric tons (mt). The Web software will convert other units to the required units when you enter the data. Conversion tables are provided on the **How to Enter Data** page on the Web site.

Waste Generation Reported by PSO

The following waste types must be reported as Routine Operations or Cleanup/Stabilization, in liquid or solid forms:

- High-Level
- Transuranic
- Mixed Transuranic
- Low-Level Radioactive
- Low-Level Mixed

The following waste types must be reported as Routine Operations or Cleanup/Stabilization:

- RCRA Regulated
- State Regulated
- TSCA Regulated
- Mixed TSCA

Waste Generation Reported by Site

Sanitary waste must be reported as Routine Operations or Cleanup/Stabilization.

Recycling Reported by Site

Sanitary waste recycling amounts must be reported in the following categories. Please note that recycling amounts are reported site-wide (not by PSO), and amounts are reported in metric tons.

Paper Products:

- Office and Mixed Paper
- Corrugated Cardboard
- Phone Books
- Newspapers/Magazines

Aluminum Cans

Glass

Plastic

Styrofoam

Scrap Metals:

Stainless Steel

Copper

Iron

Aluminum

Lead

Zinc

Other Scrap Metals

Precious Metals:

Silver

Gold

Platinum

Other Precious Metals

Toner Cartridges

Batteries

Engine Oils

Tires

Food Waste

Concrete

Wood (chips, compost)

Other Recycled Types (donated or recycled computer equipment may be entered here, in addition to material not captured by the previous categories)

General Site Information

Each site must provide the following information:

Site Name and Address

Internet E-Mail Address

Operations/Field Office Name

PSO and Lead PSO

Points of Contact

Signatures Required for Concurrence